

Ownership Type	Documentation Needed
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Sole Proprietor (an unincorporated business owned by one individual or a husband and wife)	1. Application for State Business License (with WA Unified Business Identifier) Filed online or in person at any Department of Revenue office Required if business name does not have full legal name of member -AND- 2. Employer Identification Number (EIN) Required only if business is not using sole proprietor's SSN
General Partnership (an unincorporated business owned by two or more people)	1. Partnership Agreement -AND- 2. Application for State Business License (with WA Unified Business Identifier) Filed online or in person at any Department of Revenue office Required if partnership does not include full legal name of all partners -AND- 3. Employer Identification Number (EIN)
Limited Liability Company (LLC) (a special kind of company that shares characteristics of a corporation and a partnership)	1. Certificate of Formation with WA Unified Business Identifier (UBI number) Must contain "Filed" and Date Stamp from WA Secretary of State -AND- 2. Operating Agreement -AND- 3. Employer Identification Number (EIN)
Limited Liability Partnership (LLP) Limited Partnership (LP) (these entities are neither LLC's or or General Partnerships)	1. Application for Registration (LLP) or Certificate of Limited Partnership (LP) with WA Unified Business Identifier (UBI number) Must contain "Filed" and Date Stamp from WA Secretary of State -AND- 2. Partnership Agreement -AND- 3. Employer Identification Number (EIN)
Corporation (Inc.) (an entity created by law, limiting liability to corporate assets. Ownership is evidenced by shares of stock and operated officers elected by a Board of Directors)	1. Articles of Incorporation with WA Unified Business Identifier (UBI number) Must contain "Filed", File #, and Date Stamp from WA Secretary of State -AND- 2. Corporation Bylaws -AND- 3. Employer Identification Number (EIN)
Association/Union Account (an organization of two or more persons organized to promote a common interest)	1. Association or Union Bylaws -AND- 2. Meeting Minutes with Elected Officers -AND- 3. Employer Identification Number (EIN)
Engine House Account (Fire Station House Dues Account)	1. Copy of Bylaws (if they exist) -AND- 2. Completed Engine House Membership Agreement (with Captain's Signature) -AND- 3. Employer Identification Number (EIN)

Additional Documents (Optional)

1. *Copy of 501C Documentation (Certificate as a Non-Profit)*
2. *Foreign Entity Registration (Non-WA Corp doing business in WA)*
3. *City and County Licenses*

Miscellaneous

Should any documentation be provided by a member to open a business account that does not fit within the documents identified in this New Business Account Documentation Guide, escalate to the Director Regional Offices for further review and approval (if sufficient for purposes of opening the account).

Business Registration Forms

1. *Business License Application* <http://bls.dor.wa.gov/forms/700028And31.pdf>
2. *Articles of Incorporation* https://www.sos.wa.gov/_assets/charities/washington-profit-corporation.pdf
3. *Articles of Incorporation (nonprofit)* https://www.sos.wa.gov/_assets/corps/forms/nonprofitarticles2014.pdf
4. *Certificate of Formation (LLC)* https://www.sos.wa.gov/_assets/corps/llc-formation112016.pdf
5. *Certificate of Limited Partnership* https://www.sos.wa.gov/_assets/corps/lp-certificate-lllp.pdf
6. *Application for Registration (LLP)* https://www.sos.wa.gov/_assets/corps/forms/llp_reg2015.pdf

Washington Business Websites

1. *State of Washington Business Licensing Service* <http://bls.dor.wa.gov/>
2. *Secretary of State* <https://www.sos.wa.gov/corps/>
3. *Washington Business Hub* <http://business.wa.gov/>